PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE
A G E N D A

APRIL 8, 2013 - 12:00 NOON

CITY HALL CONFERENCE ROOM
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify the City Clerk (736-7008 or e-mail at CityClerk@dover.de.us) should you wish to be recognized.

AGENDA ADDITIONS/DELETIONS

1. **Review of Revised Active Recreation Area Plan - Woodmill Apartments**
   (Staff Recommends Approval of the Revised Active Recreation Area Plan with Changes Identified in the Staff Report)

2. **Presentation - Central Delaware Soccer Association**
   (Committee Action Not Required)

3. **Request of WEAVER (Women Against Violence in Every Relationship) For Placement of a Monument in the North Street and Governors Avenue Pocket Park**

4. **Pocket Park Design - Corner of North Street and Governors Avenue**
   (Staff Recommends Approval of the Conceptual Design, as Presented)

5. **Benchmarks Established for the Economic Development Office**
   (Committee Action Not Required)

6. **Update - CDBG Program**
   (Committee Action Not Required)

7. **Adjournment**

/tm
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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

City of Dover

DATA SHEET FOR RECREATION PLAN REVIEW
Recreation Plan Revision of March 21, 2013

PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE
MEETING OF April 8, 2013
Planning Commission Meeting of May 20, 2013

Plan Title:	Woodmill Apartments
File Numbers:	S-90-5 Mifflin Run Apartments 1989 Mifflin Run Apartments 1988 Woodmill Apartments
Plan Type:	Planned Neighborhood Design Option **Revised Active Recreation Area Plan**
Location:	South of Farmview Drive east of Mifflin Road
Tax Parcels:	ED-05-076.10-02-07.01-000 (location of Active Recreation Area) ED-05-076.10-02-56.00-000
Owner:	Multiresidential–M, LLC c/o Vintage Properties, LLC
Site Area:	14.12862 +/- acres
Property Use:	Residential Apartment Development
Number of Dwelling Units:	Total - 258 units
Zoning Classification:	RG-2 (General Residence Zone)

PROJECT SUMMARY

Woodmill Apartments are a multi-family residential development on two parcels totaling 14.12862 acres +/- of land. The subject property is located on the south side of Farmview Drive and east of Mifflin Road. The apartment complex consists of two (2) parcels of land with eight (8) apartment buildings with a total of 258 units. The property is zoned RG-2 (General Residence Zone). The use as garden apartments is a permitted use within the RG-2 zoning district.

At the time of original development of the apartment complex, Active Recreation Area was not required. The apartment complex was reviewed by the Planning Commission in 1988, 1989, and 1990. The swimming pool and clubhouse were added in 2000.

The requirement for Active Recreation Area under the current *Zoning Ordinance* is 275 SF per dwelling unit. Based on the 258 dwelling units, 70,950 SF (1.62879 ac. +/-) of Active Recreation Area is required for the development. There is currently 55,295 SF of Active Recreation Area within the development. The current Active Recreation Area includes a 4,600 SF swimming pool, a 1,800 SF volleyball court, two tennis courts for a total of 13,804 SF, a 2,563 SF playground, and lawn area around the swimming pool, clubhouse, and volleyball and tennis courts.

CURRENT PROPOSAL for Active Recreation Plan #2 (dated March 21, 2013)

The Revised Plan indicates that 76,234 SF (1.75 ac. +/-) of land would be reserved as Active Recreation Area with the elimination of the tennis courts and by creating a park area on the west side of the property. The revision proposes the elimination of the tennis courts on the east side of the property. The clubhouse, swimming pool, and volleyball court on the east side of the property will remain. The revision includes the addition of a picnic table and horseshoe pit on the west side of the property. A play area that contains a playground is located in the area of the proposed horseshoe pit and picnic table. A large lawn area on the west side is central to the revised recreation area.

This Revised Active Recreation Area proposal must be reviewed by the Parks, Recreation, and Community Enhancement Committee for a recommendation prior to consideration of the Revised Plan by Planning Commission.

The following table provides information from the submitted Plan (last updated March 21, 2013) for the Revised Active Recreation Area to be constructed:

	Required	**Provided on Revised Plan**
Active Recreation Area (Article 5 §10.16)	275 S.F. per dwelling unit or 0.5 acre, greater thereof 258 DU = 70,950 S.F. (1.6288 ac) Requires 1.6288 acres	East: Clubhouse, swimming pool, volleyball court, West: lawn area, horseshoe pit, picnic table, and playground area Total of 1.75 acres
Active Recreation Amenities (Article 5 §10.15)	Accessibility	Distributed throughout the development. Accessible access to the community building, volleyball court, and swimming pool. The complex lacks sidewalks throughout the development.
Active Recreation Amenities (Article 5 §10.15)	Age Oriented to development	Clubhouse Playground Area Equipment Swimming pool Volleyball court Horseshoe pit

		Picnic Table
	Parking	Off-street parking provided for each dwelling unit on the parcels. There are 34 parking spaces located near the Clubhouse and swimming pool.
	Setbacks: 30 feet from residential lots and 25 feet from right-of-way for street	Clubhouse and volleyball court are legal non-conforming as they are located within the 30 foot of the property line. The playground and swimming pool are in compliance with the setbacks as required. The other areas shall comply with the 30 foot setback.
	Landscaping	The Revised Active Recreation Plan shows woodland around the proposed area.

TREE PLANTING AND LANDSCAPE PLAN

The Plan continues maintain the existing woodland on the site. The site requires 206 trees to be planted on site based on overall area of the two parcels. The number of required trees is based on the non-woodland area of the property, giving credit for the woodland areas on the site. There are existing trees on the site; however, they are not shown on the plan.

STAFF RECOMMENDATIONS

The following are comments and recommendations from Staff of the Department of Planning & Inspections following review of the Revised Active Recreation Area Plan to be constructed.

1) The proposed plan meets the area requirements for the Active Recreation Area. The plan is required to provide 1.6288 acres of Active Recreation Area and it is proposing 1.75 acres of Active Recreation Area.

2) Staff recommends approval of the existing Clubhouse, swimming pool, playground, and volleyball court with comments and conditions provided below.

3) Staff recommends approval of the proposed horseshoe pit and picnic table with park area on the west side of the property.

4) Staff recommends the addition of additional picnic tables and/or benches within the proposed Active Recreation Area on the west side of the property.

5) Staff recommends the addition of at least one grill within the proposed Active Recreation Area.

6) The following items should be included on the Plan to clarify the construction of the recreation area improvements:
   a) Lawn areas shall be appropriate maintained for active recreation activities.
   b) Indicate the square footage of the Clubhouse, swimming pool, volleyball court, playground, etc.
   c) Provide bike racks near the Clubhouse.
   d) Indicate the square footage of the required Active Recreation Area.
   e) Indicate the square footage of the existing Active Recreation Area.
   f) Indicate the square footage of the proposed Active Recreation Area.
   g) Revise the location of the horseshoe pit to meet the 30 foot setback from the property lines.
   h) Indicate the area in square feet and acreage of the two parcels.

7) Ensure barrier free access is provided at all sidewalks including the entrance to the clubhouse.

8) Provide access to the Active Recreation Area on the west side of the development.

9) Ensure barrier free access to the Active Recreation Area on the west side of the development.

10) Provide construction details including but not limited to: picnic table, horseshoe pit, etc.

11) Identify the existing trees on the Plan Sheet or Landscape Plan Sheet.

12) There shall be provisions which ensure that the common open space land (including active recreation area) shall continue as such and be properly managed and maintained.

13) In the event, that major changes and revisions to the Plan occur in the finalization of the Revised Recreation Plan contact the Department of Planning and Inspections. Examples include reorientation of elements, relocation of site components, etc. These changes may require resubmittal for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regards to the plan.

14) The applicant/developer shall be aware that prior to any ground disturbing activities on the site the appropriate site inspections and permits are required. The applicant shall be aware that Recreation Plan approval does not represent a Building Permit and associated construction activity permits. A separate application process is required for issuance of a Building Permit from the City of Dover.

15) Construction may have an effect on the existing Active Recreation Area. Any work requiring the closing or rerouting the existing amenities should be coordinated as to offer the least amount of inconvenience.

16) Staff notes that the Active Recreation Area will not be dedicated to the City of Dover. It will

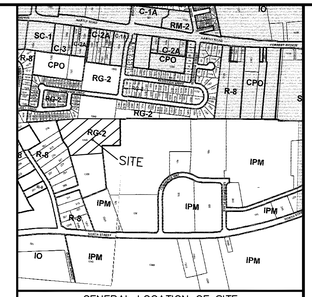
be the responsibility of the property owner to maintain the Active Recreation Area.

The Parks, Recreation, and Community Enhancement Committee shall submit to the Planning Commission a report detailing the recommendations as to the Revised Recreation Area Plan.

Attachments:

- Proposed Recreation Area Plan* dated 3/21/2013
  **Plan Set Sheets are available as paper copies should Committee members desire this format. Contact the Planning Office at 736-7196.*





GENERAL LOCATION OF SITE
SCALE: 1"=1,000'

DATA COLUMN

1.	TAX MAP PARCEL NO.:	ED-05-076.10-02-07.01-000
2.	OWNER OF RECORD:	MULTIRESIDENTIAL-M, LLC C/O SOVEREIGN PROPERTY MANAGEMENT 102 LARCH CIRCLE, SUITE 101 NEWPORT, DE 19804
3.	EQUITABLE OWNER:	MULTIRESIDENTIAL-M, LLC C/O SOVEREIGN PROPERTY MANAGEMENT 102 LARCH CIRCLE, SUITE 101 NEWPORT, DE 19804
4.	EXISTING USE:	258 APARTMENTS

NORTHPOINT ENGINEERING
102 LARCH CIRCLE, SUITE 203
NEWPORT, DE 19804
TEL: 302-992-9881
FAX: 302-998-7354
EMAIL: npe@northpoint-eng.com

PLAN NORTH:

North

KEY MAP:

SEAL:

PROJECT:

WOODMILL APARTMENTS

CITY OF DOVER
KENT COUNTY, DELAWARE

SITE PLAN

SHEET:

ACTIVE RECREATION PLAN

NO. DATE REVISION

SCALE: 1" = 60'

0 30 60 120

DATE:

MARCH 21, 2013

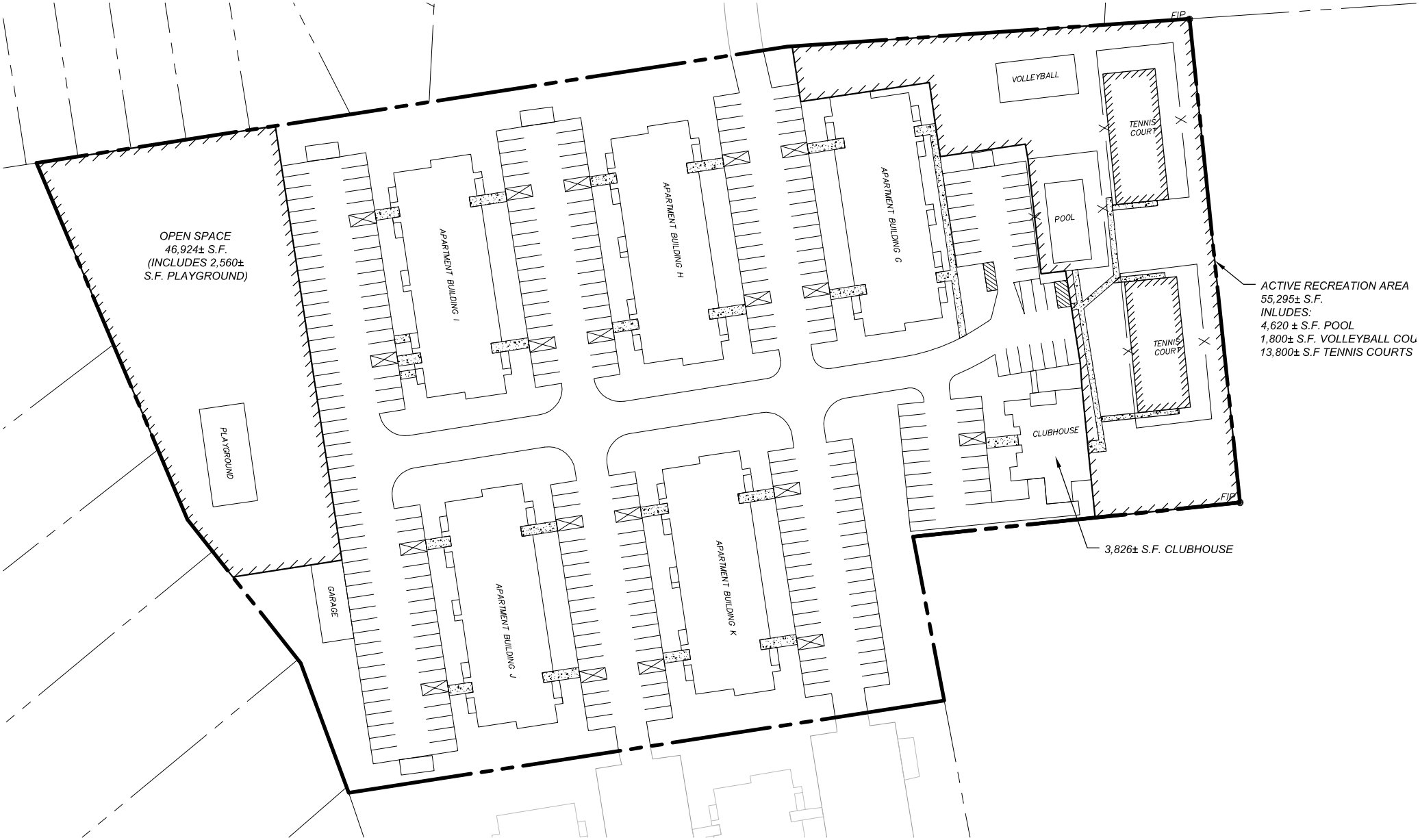
PROJECT:

0999-MISC

SHEET:

1 OF 1

W:\999 Misc\Mifflin Run Apartments\DWG\SITE PLAN.dwg Layout: Layout1 Printed: Thu 21-Mar-2013 - 10:01AM


OPEN SPACE
46,924± S.F.
(INCLUDES 2,560±
S.F. PLAYGROUND)
PLAYGROUND
GARAGE
APARTMENT BUILDING I
APARTMENT BUILDING H
APARTMENT BUILDING G
APARTMENT BUILDING J
APARTMENT BUILDING K
VOLLEYBALL
TENNIS COURT
POOL
TENNIS COURT
CLUBHOUSE
FIP
FIP
ACTIVE RECREATION AREA
55,295± S.F.
INLUDES:
4,620 ± S.F. POOL
1,800± S.F. VOLLEYBALL COU
13,800± S.F TENNIS COURTS
3,826± S.F. CLUBHOUSE

Delaware Family Court processed 3,351 Protection From Abuse Petitions, Statewide in 2011.

What is Domestic Violence?

Domestic Violence is a pattern of abusive behavior. In a relationship where there is abuse, one partner tries to maintain control over the other by using physical, emotional, verbal, and/or sexual violence. Although factors such as drug and alcohol use, stress, or a family history of abuse may contribute to the problem, domestic violence is primarily an issue of power and control.

In 2011, there were 29,632 domestic violence incidents reported in Delaware.

The Delaware Coalition Against Domestic Violence is a statewide non-profit coalition of agencies and individuals, working to stop domestic violence.

The Coalition supports equality in relationships and encourages victims of abuse to assume control over their own lives.

DCADV
100 W. 10th Street, Suite 903
Wilmington, DE 19801

Phone: 302-658-2958
Fax: 302-658-5049

dcadv@dcadv.org
www.dcadv.org

This is a product of the Delaware Coalition Against Domestic Violence. Funding provided by the U. S. Department of Health and Human Services.
Last Updated: February 2010

No longer a victim,
but a victor in tune.
Now, a discerning spirit
as she walks in the room
She will never again allow fear
to control her.
That's why now,
so many behold her.
The tragedies she's faced
have only made her strong;
and the lessons she's learned
have taught her right from wrong.
So from now on she can feel so regal.
That's why they call her a lady eagle.

WEAVER

Women Empowered Against Violence in Every Relationship

Statement of Purpose

WEAVER, Women Empowered Against Violence in Every Relationship, is a Task Force of the Delaware Coalition Against Domestic Violence.

The mission of the Task Force is to educate the general public, criminal justice officials, government officials, service providers, advocates and other professionals about domestic violence from the survivors' perspective.

As WEAVER Task Force members, each one of us has experienced various effects of domestic violence in our lives. Our common experience with domestic violence as a form of oppression provides the foundation and is the common ground upon which we can build, working together to end all oppression, to end violence against women.

Task Force Goals

- To empower the voices of survivors on behalf of battered women
- To advocate on behalf of survivors and battered women
- To take an active stand to effect social, political and economic change on behalf of survivors and battered women
- To educate ourselves and others surrounding the unmet needs of battered women
- To create a network with those who share our experiences, philosophies and goals

Membership

Membership is free and open to all women who have experienced domestic violence or abuse at the hands of an intimate partner.

Together we can make a difference!

Name: _____

Address: _____

_____

City: _____

State: _____ Zip:_____

Phone: _____

Email: _____

If you would like to be a member, please return this form to:

DCADV
Attn: WEAVER
100 W. 10th Street, Suite 903
Wilmington, DE 19801

or call: 302-658-7174 ext. 12

ALL INFORMATION IS CONFIDENTIAL

Some states have used street signs and billboards to deter domestic violence.





Silent Witness Project

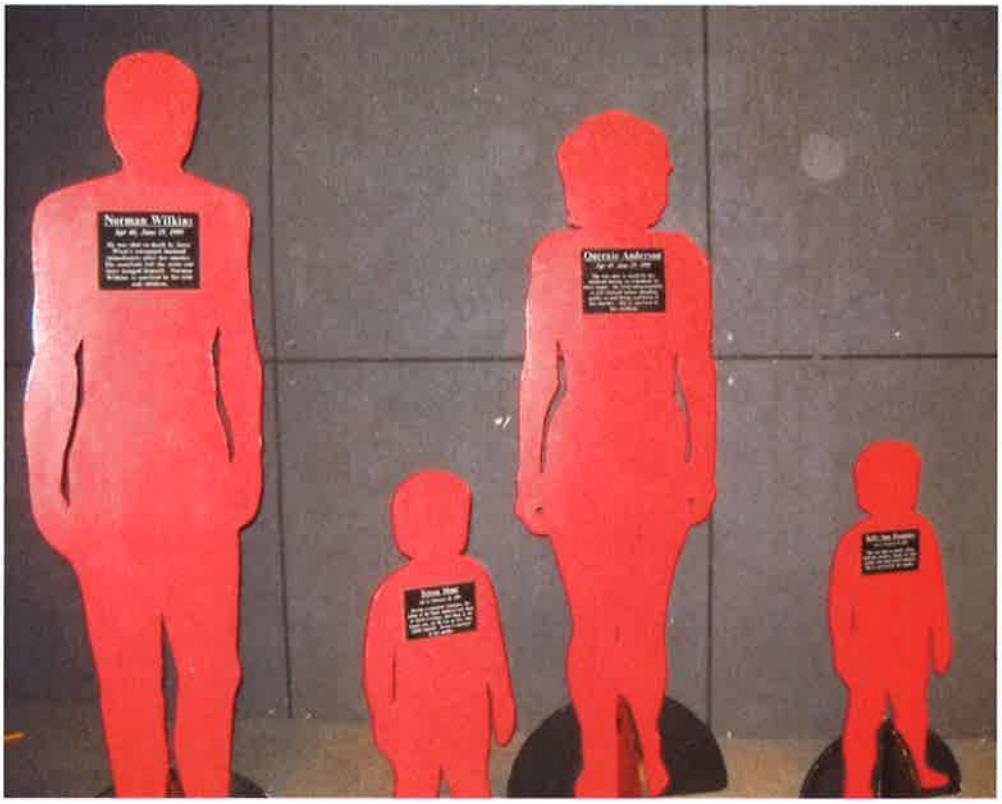
The Silent Witness Project first began in the United States in 1991 and since then, has been embraced by 30 countries.

Silent witnesses are silhouettes of men, women and children we who lost their lives during an act of domestic violence. Silent witnesses are a powerful way of educating the community about the effects of domestic violence.

WEAVER suggests we place silhouettes similar to the silent witness projects on the legislative green on in a City of Dover pocket park.



Delaware Silent Witness Project photos.





Some suggested silhouettes or using the shape of the Delaware Silent Witness Project.





Proposed plaque inscription:

In Memory of Those Killed in Acts of Domestic Violence.

By: WEAVER (Women Empowered Against Violence in Every Relationship)
A task force of the Delaware Coalition Against Domestic Violence
October 1, 2013

ACTION FORM

PROCEEDING: Parks, Recreation & Community Enhancement Committee
DEPARTMENT OF ORIGIN: Planning, Inspections & Recreation **DATE SUBMITTED**: April 2, 2013
PREPARED BY: Ann Marie Townshend, AICP – Director of Planning and Community Development
SUBJECT: Pocket Park Design – Corner of North Street and Governors Avenue
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: City Controller
EXHIBITS: Letter of April 1, 2013 from Jonathan Street; Renderings of Proposed Park
EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Downtown Dover Partnership
TIME TIMETABLE: To begin upon Council approval and approval of Site Development Plan through the Planning Office.
RECOMMENDED ACTION: Staff recommends that the Committee approve the proposed design of the pocket park.

BACKGROUND AND ANALYSIS

The subject property was the site of a dangerous building demolished by the City. The City subsequently acquired the property through a monition sale. City Council, through the Legislative, Finance and Administration Committee recommendation of October 8, 2012, approved the designation of the property as a "pocket park", consistent with the Transit Center Neighborhood Plan that was developed by the Dover/Kent County Metropolitan Planning Organization and the Downtown Dover Partnership. The Downtown Dover Partnership received funds through the State Bond Bill for improvements along North Street between State Street and Governors Avenue. These improvements included the Loockerman Way Plaza, North Street Streetscape and Paving, and the North Street Parking Lot Consolidation. These projects came in below the budgeted amount, and the Downtown Dover Partnership allocated some of the cost savings to the development of a pocket park on the property at 301 South Governors Avenue (southeast corner of South Governors Avenue and North Street).

With the approval of the recommendation of the Legislative, Finance and Administration Committee in October 2012 that the site be established as a pocket park and the subsequent acquisition of the property by the City of Dover, the City took on the maintenance responsibilities of the property. In developing the park design, the City will work with the Downtown Dover Partnership to ensure that the design minimizes the maintenance burden through a combination of pavers, mulched landscape areas, and the selection of plants, trees and shrubs that are attractive yet less intensive to maintain.

As the site will be owned and managed as a City park, the project must be reviewed by the Parks, Recreation and Community Enhancement Committee and ultimately approved by City Council. Additionally, the design will required review and approval by the Planning Commission, following a recommendation by the Historic District Commission.

Staff recommends that the Committee endorse the conceptual design, recognizing that a more detailed landscape plan identifying actual plant species will be developed in coordination with the Public Works Department as the plan progresses through the Site Development Plan process.

BECKER MORGAN GROUP

ARCHITECTURE
ENGINEERING

PLANNING OUR
CLIENT'S SUCCESS

April 1, 2013

Mrs. Ann Marie Townsend
City of Dover
Director, Parks and Recreation
P.O. Box 475
Dover, DE 19903-0475

RE: **Site Plan Submission**
NORTH STREET POCKET PARK
Dover, Delaware
2011104.04

Dear Mrs. Townsend:

On behalf of our client, Downtown Dover Partnership, we are submitting the above referenced project for review and consideration by the City of Dover's Parks and Recreation Division. The site, located at the intersection of North Street and Governors Avenue intersection is currently a vacant lot now owned by the City of Dover. The Downtown Dover Partnership has proposed improving this lot by creating a pocket park to serve as a gate way to the downtown area via North Street.

The graphics we are submitting for consideration are based on the overall site improvements currently taking place on North Street. Improvements to take place on site include hardscape pavers, new sidewalks, and planters for both flowers trees in addition to low level bollard lights found in the downtown area.

We feel this would be one more addition to the downtown area to further enhance the streetscape of the downtown area. We are requesting that this project be considered for the April 8, 2013 agenda. Please feel free to contact us if you should have any further questions or comments.

Sincerely,

BECKER MORGAN GROUP, INC.

Jonathan N. H. Street
Civil Designer

JNS/

Cc: Mr. Lou Colón, Downtown Dover Partnership

201110404at-COD-ltr.doc

BECKER MORGAN GROUP, INC.

ARCHITECTURE & ENGINEERING

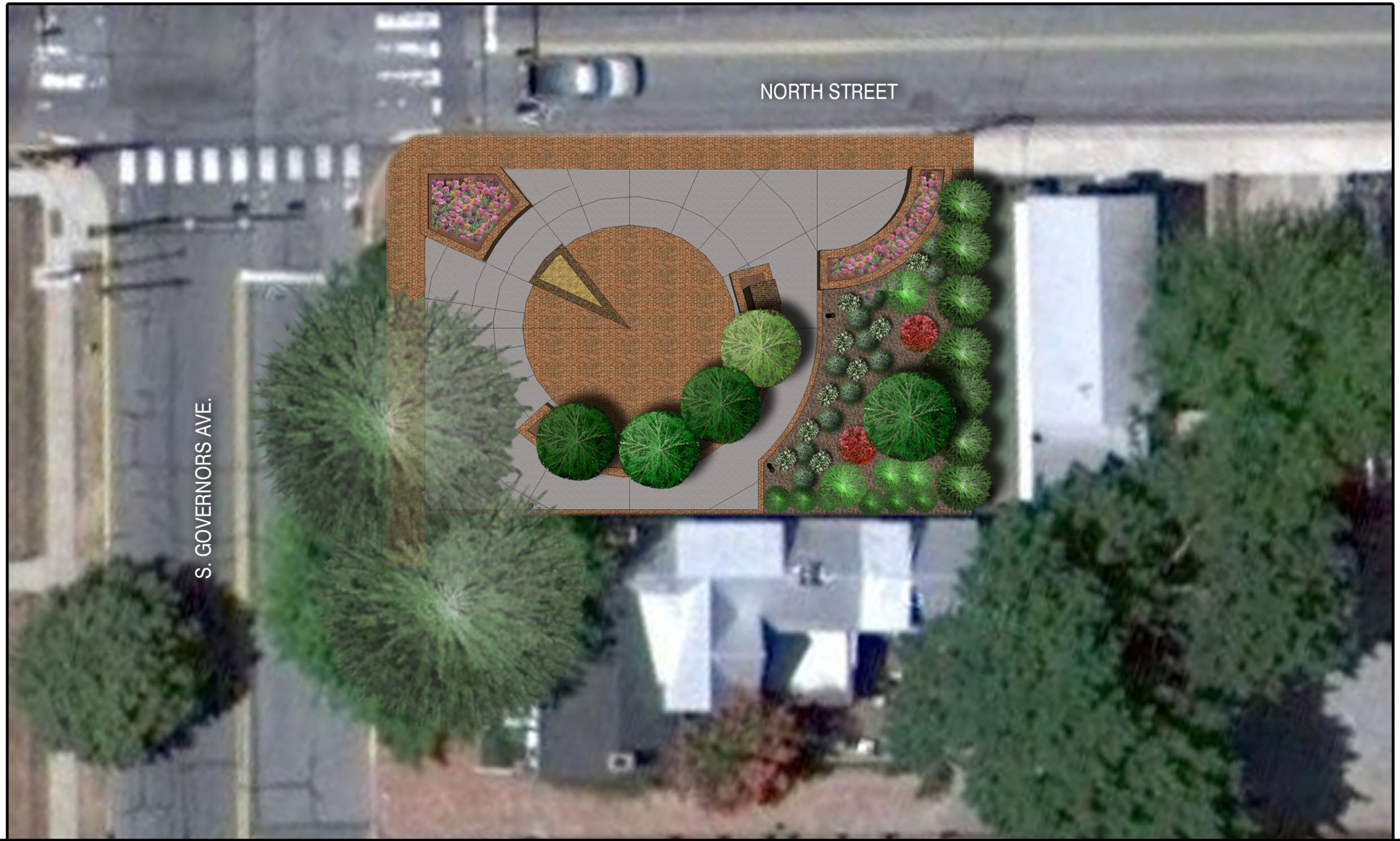
309 SOUTH GOVERNORS AVENUE
DOVER, DE 19904
302.734.7950
FAX 302.734.7965

PORT EXCHANGE, SUITE 300
312 WEST MAIN STREET
SALISBURY, MD 21801
410.546.9100
FAX 410.546.5824

ARCHITECTURE & PLANNING

SUITE 211
3205 RANDALL PARKWAY
WILMINGTON, NC 28403
910.341.7600
FAX 910.341.7506

www.beckermorgan.com



PROPOSED POCKET PARK
S. GOVERNORS AVENUE AND NORTH STREET

03.28.2013 / 2011104.04

DOWNTOWN DOVER PARTNERSHIP

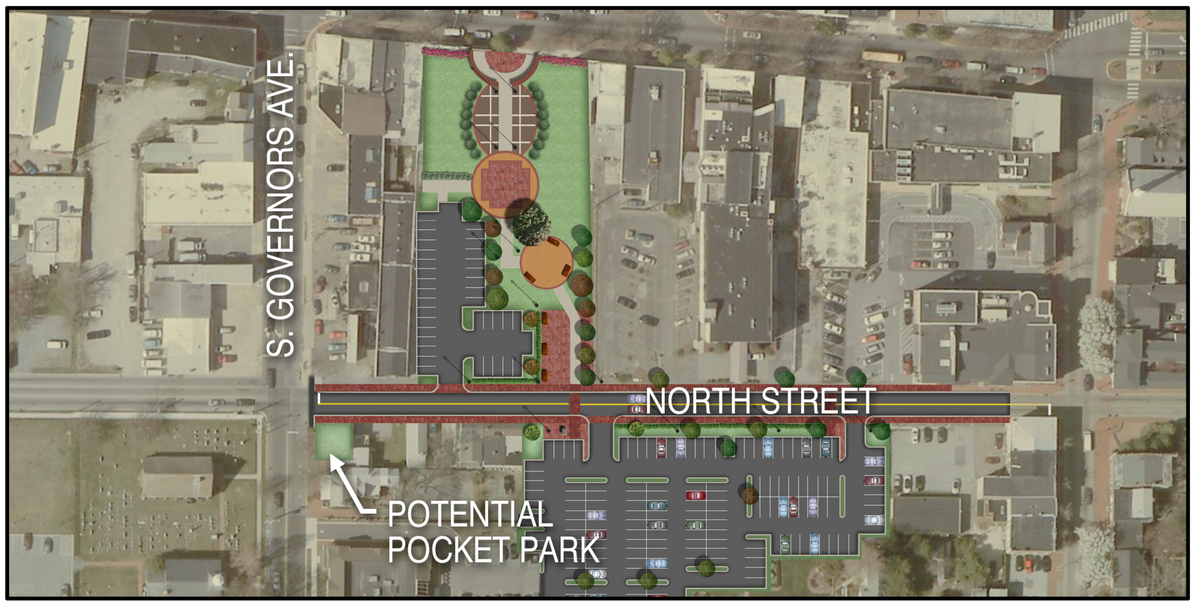
BECKER MORGAN GROUP
ARCHITECTURE
ENGINEERING



EXISTING



PROPOSED



SURROUNDING NORTH STREET PROJECTS



POCKET PARK PLAN VIEW

DOWNTOWN DOVER PARTNERSHIP

PROPOSED POCKET PARK
S. GOVERNORS AVENUE AND NORTH STREET

03.28.2013 / 2011104.04

BECKER MORGAN GROUP
ARCHITECTURE
ENGINEERING

ECONOMIC DEVELOPMENT

DIVISIONAL VISION

Within the Department of Public Services, the Economic Development division has been charged to improve the quality of life in Dover by attracting and retaining quality jobs, supporting a vibrant town center, and creating an atmosphere that encourages and fosters business growth.

MAJOR PROGRAMS

DOWNTOWN DOVER PARTNERSHIP (DDP)

Objective: Provide administrative and other staff support to the Downtown Dover Partnership so that the organization can foster grass roots driven downtown redevelopment.

Measures:

1. Number of events where DDP is either the lead organizer or partner in event.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual
Results	19 events held in Downtown where DDP is either the lead organizer or partner.	≥Ten events held in Downtown where DDP is either the lead organizer or partner. **21 events**	≥Ten events held in Downtown where DDP is either the lead organizer or partner. **17 events YTD**

2. Set and reach an annual fundraising goal for the DDP.

	2010-2011 Actual	2011-2012 Projected	2012-203 Projected
Results	Campaign delayed but materials prepared for implementation in first quarter of FY 12	Raise ≥$25,000 for DDP activities	Raise ≥$25,000 for DDP activities **$7,100 YTD DDP has reactivated Main Street Dover and applied for reinstatement of its 501c3 status**

3. Monitor downtown merchant and business owner satisfaction.

	2010-2011 Actual	2011-2012 Projected	2012-2013 Projected
Results	Survey developed and completed in April 2010 with above average ratings**.** Follow-up survey conducted in March-April 2011.	Increase survey response rate and maintain above average rating	Increase survey response rate and maintain above average rating **2013 Survey form attached**

DOWNTOWN DOVER BUSINESS GROWTH

Objective: Promote Downtown Dover as a location for new businesses, and provide support to existing businesses to ensure they survive.

Measures:

1. Monitor number of businesses opened in the Downtown Target Area.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual
Results	Five new businesses opened with a net of three new businesses open in Downtown Target Area	≥Six new businesses open in Downtown Target Area - **Six** ≥Four net new businesses open in Downtown Target Area – **2 Net**	≥Six new businesses open in Downtown Target Area - **5** ≥Four net new businesses open in Downtown Target Area – **4 Net**

2. Work with property owners and entrepreneurs to fill vacant commercial spaces on Loockerman Street with viable businesses.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual
Results	Three vacant commercial spaces filled	≥Four vacant commercial tenant spaces filled - **Five**	≥Four vacant commercial tenant spaces filled - **Four**

CITY-WIDE ECONOMIC DEVELOPMENT

Objective: Promote Dover as a location for business growth.

Measures:

1. Maintain an unemployment rate for the City of Dover that is lower than national and state averages.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual
Results	8.9% unemployment rate in May 2011	7.9% unemployment rate in May 2012	8.3% unemployment rate in December 2012

2. Monitor number of contacts with small businesses and with out-of-town companies interested in locating in Dover.

	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual
Results	12 contacts with potential small businesses; Ten contacts with out-of-town companies interested in locating in Dover	≥20 contacts with potential small businesses; **10 Actual** ≥Ten contacts with out-of-town companies interested in locating in Dover **9 Actual**	≥20 contacts with potential small businesses; **11 Actual** ≥Ten contacts with out-of-town companies interested in locating in Dover **8 Actual**

STRATEGIC OBJECTIVES FOR FISCAL YEAR 2012-2013

1. 1. **Complete a site development master plan for the Garrison tract.** This objective is a part of the Citywide Economic Development program and advances the critical success factors of Economic Development and Job Growth.

Measures:

a. Enhance the current marketing brochure to include current graphics and infrastructure improvements on the Garrison Tract by December 31, 2011. **The Economic Development Office has provided the Delaware Economic Development Office with updated infrastructure and marketing information for the Garrison Tract, and are working to develop a professionally done marketing brochure.**

b. Assist Calpine in securing air permits, emission reduction credits and any other necessary approvals needed to start the construction of their project by June 30, 2012. **All air permits and emission reduction credits have been secured. Temporary road construction to Lot 7 began on March 1, 2013 and is now completed. Kvaerner is starting site construction April 1, 2013.**

c. Develop request for proposals for the infrastructure improvements at the Garrison Tract and complete the selection process for the contractors to start the infrastructure improvements utilizing the infrastructure money that was awarded the City by the State of Delaware by June 30, 2012. **The $2.5 million infrastructure money awarded by state to Calpine for the gas line. Century Engineering is completing the survey for the pipeline. A meeting is being scheduled for the City Manager and the Economic Development Director with Eastern Shore Natural Gas to discuss the location of the pipeline. Construction documents are now completed which will allow for bidding of the permanent road, stormwater, and sewer line at the Garrison Tract.**

2. **Promote citywide economic development initiatives**. This objective is a part of the Citywide Economic Development program and advances the critical success factors of Economic Development and Job Growth.

Measures:

a. Continue to improve working relationship with Kent Economic Partnership by providing quarterly updates to the Partnership and working with the Partnership's Economic Development Committee. This measure is ongoing with no set completion date.

b. Attract one serious prospect to the Aero Park by June 30, 2013.

c. Update the Job Growth Report of the City's twelve largest employers including Dover Air Force Base and State Government and provide to Council. **Report prepared for Council in February 2013.**

d. Meet semi-annually with plant managers/owners of the largest employers in the City of Dover to include the Base Commander of Dover Air Force Base. **Meetings with top employers held in July and August 2012 and future meetings will include the Mayor.**

3. **Advance initiatives of the Downtown Dover Partnership**. This objective is a part of the Downtown Dover Partnership program and advances the critical success factors of Economic Development and Job Growth.

Measures:

a. Develop a recruitment strategy to attract new business to downtown with the assistance of the Recruitment Subcommittee of the Economic Development Committee. This is an ongoing project.

b. Update the marketing brochure which includes a current vacant property list and a map of the downtown

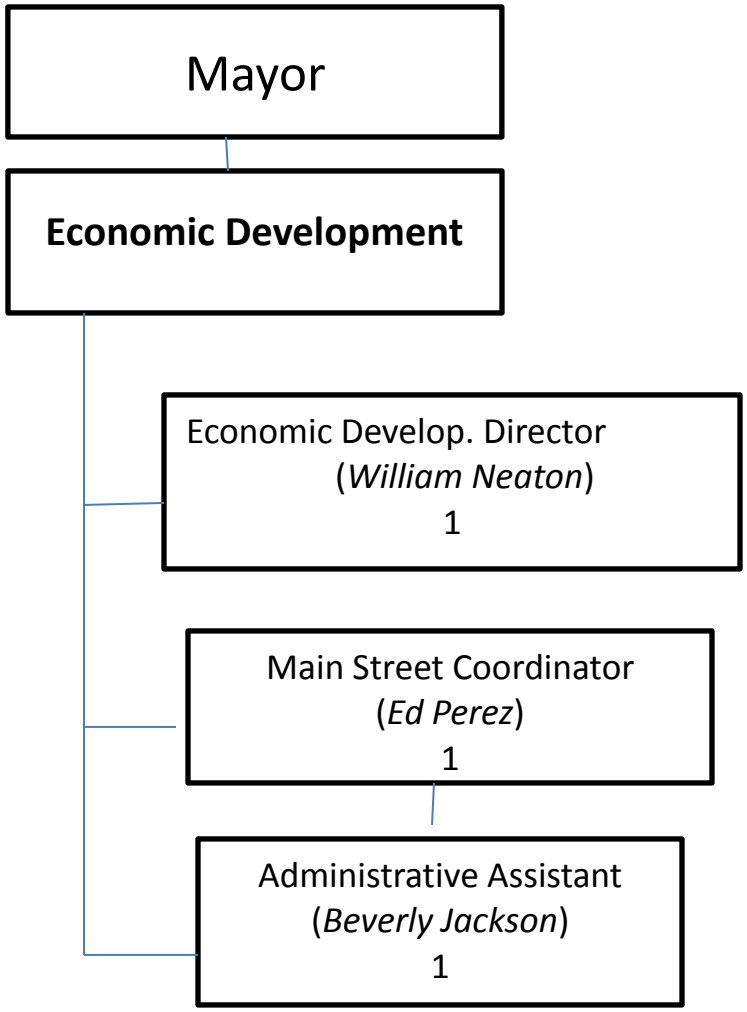
district as part of a business recruitment package. Brochure will be provided to commercial realtors and be accessible on the Downtown Dover Partnership website. This is an ongoing project.

c. Oversee the completion of the renovation process at 22-24 W Loockerman Street by June 30, 2012. **Renovations completed.**

d. Oversee the *"North Street Area Improvements"* which includes the consolidation of the North Street parking lots, infrastructure improvements, and the purchase and upgrading of the former Collegian site by June 30, 2012. **Work has been completed, ribbon cutting held on March 28, 2013.**

e. Assist local realtors in attracting at least one tenant to the DDP Building by June 30, 2012. **Commitment from EZ Pass to lease the entire first floor at 22-24 W Loockerman Street and potentially 2000 square feet of the lower level.**

ECONOMIC DEVELOPMENT
ORGANIZATION CHART
FISCAL YEAR 2013



Dover Downtown Partnership

Please complete and return

Downtown Business/Safety Survey 2013

BUSINESS PROFILE

Business Name: **44 Businesses Participated**			
Nature of Business:			
Years at Present Location:	Business	Duration of time (year)	
	5	30+	
	4	17+	
	10	12+	
	5	5 – 10	
	5	4	
	8	3	
	1	2	
	6	1	
Do you own or lease?	**13 Own**	**31 Lease**	
Number of Employees (specify full-time/part-time):	Business	# of Employees	
	1	16	
	2	10	
	3	3	
	4	4	
	5	6	
	9	2	
	8	1	

CURRENT BUSINESS CLIMATE

How would you respond to these statements:	Circle One:			
Parking is accessible and available for my customers	Strongly Agree **(5)**	Agree **(23)**	Disagree **(10)**	Strongly Disagree **(8)**
Downtown Dover is a safe place during the day	Strongly Agree **(6)**	Agree **(25)**	Disagree **(4)**	Strongly Disagree **(1)**
Downtown Dover is a safe place after dark	Strongly Agree **(1)**	Agree **(12)**	Disagree **(21)**	Strongly Disagree **(4)**
Downtown Dover has adequate parking spaces	Strongly Agree **(0)**	Agree **(12)**	Disagree **(18)**	Strongly Disagree **(7)**
Shoplifting and vandalism are problems for my business	Strongly Agree **(2)**	Agree **(11)**	Disagree **(25)**	Strongly Disagree **(2)**
Downtown Dover is clean and well maintained	Strongly Agree **(2)**	Agree **(26)**	Disagree **(12)**	Strongly Disagree **(2)**
The City's business services (licensing, permits, etc) are efficient and professional	Strongly Agree **(4)**	Agree **(27)**	Disagree **(5)**	Strongly Disagree **(0)**
I applaud the City & DDP for the new Security Camera Program	Strongly Agree **(5)**	Agree **(22)**	Disagree **(3)**	Strongly Disagree **(1)**
I plan to expand my Dover business within the next year	Strongly Agree **(5)**	Agree **(11)**	Disagree **(16)**	Strongly Disagree **(2)**
I plan to close or relocate my business within the next year	Strongly Agree **(0)**	Agree **(3)**	Disagree **(4)**	Strongly Disagree **(9)**
I would recommend downtown Dover to other entrepreneurs	Strongly Agree **(7)**	Agree **(22)**	Disagree **(9)**	Strongly Disagree **(1)**

TECHNICAL ASSISTANCE

Which, if any, of the following workshops would you attend if offered:

- ☐ Customer satisfaction **(9)**
- ☐ Security & Safety **(12)**
- ☐ Marketing your business **(22)**
- ☐ Developing a business plan **(11)**
- ☐ Financing options (Loans) **(11)**
- ☐ Social Media Training **(17)**
- ☐ Storefront design/Window Displays **(12)**
- ☐ Healthcare options for small businesses **(8)**
- ☐ Finance 101 for retailers **(10)**
- ☐ Dealing with the seasonal business cycle **(8)**
- ☐ Tapping into downtown neighborhoods **(7)**
- ☐ Computers and your business (E-Commerce) **(13)**
- ☐ Other:_____

What things are the biggest impediments to your business success in downtown Dover?

1. **Perception of lack of Parking**
2. **Perception of safety issues**
3. **Panhandlers/Drunks/Homeless in downtown**
4. **Lack of Public Awareness/Promoting of Downtown to public**
5. **Major vacancy issues**
6. **Lack of Complementary Businesses**
7. **Negative Image of Downtown**
8. **Lack of Foot Traffic**
9. **Daily Business Hours of Merchants**
10. **Perception of Public Crime**
11. **Lack of Activities/Events in Downtown**
12. **High Cost of utilities & fees**
13. **Lack of incentives (financial, loans, grants, etc.)**
14. **Posting of "No Parking" Signs for events**
15. **Communication issues**
16. **Ongoing construction work**

What things are the biggest facilitators of your success in downtown Dover?

1. **Location of the downtown**
2. **Offices and other businesses**
3. **Variety of products and services**
4. **Public transportation**
5. **First Friday**
6. **Parking Lots**
7. **Ads and Promotion of events**
8. **Visibility of downtown**
9. **DDP**
10. **First State Programs**

TRAINING OPPORTUNITIES: Please select best time for you or your staff during the week.

Time	Week Day					Recommend time
	Monday	Tuesday	Wednesday	Thursday	Friday	
9:00am – 10:30am	5	2	5	3	4	
11:00am – 1:00pm	1		2	1	3	
3:00pm – 4:30pm		1			2	
7:00pm – 8:30pm	5	5	8	5	5	

Merchant's Meeting: Please select the best day and time during the week.

Time	Week Day					Recommend time
	Monday	Tuesday	Wednesday	Thursday	Friday	
9:00am – 10:30am	6	3	2	3	2	
11:00am – 1:00pm	1	1	1	2	3	

3:00pm – 4:30pm	2	2	2		2
7:00pm – 8:30pm	6	5	7	6	5

Parking Assessment: Do you add /or your employees currently utilize any of the downtown Parking Lots? Yes_**21**____ No__**21**___

Parking Lot	Spaces Used	Recommendations
☐ **Governors Avenue (3)**	(4)	
☐ **Bradford Street (11)**	(36)	
☐ **North Street (10)**	(29)	

DDP Project Assessment: Please check off your answer.

1. Are you familiar with our First Friday Project	☐ **Yes (35)**	☐ **No (2)**
2. Are you familiar our Security Camera Project throughout the Business District?	☐ Yes **(24)**	☐ No **(13)**
3. Are you familiar with the Downtown Loockerman Way Plaza Project?	☐ Yes **(28)**	☐ No **(11)**
4. Are you familiar with the programming at the new Dover Library?	☐ Yes **(21)**	☐ No **(16)**
5. Are you familiar with new Bayard Apartment Project?	☐ Yes **(29)**	☐ No **(9)**
6. Are you familiar with the DDP - SBA Technical Assistance Project?	☐ Yes **(8)**	☐ No **(29)**
7. Are you familiar with the DDP 22-24 W. Loockerman Street Property Redevelopment Project?	☐ Yes **(12)**	☐ No **(25)**

Project Involvement: Please check off your answer.

Are you currently a member of any of the following DDP Committees?

- ☐ Board of Directors **(2)**
- ☐ Promotions & Marketing
- ☐ Organization
- ☐ Design
- ☐ Parking & Safety
- ☐ Economic Development

Thank you for your cooperation!

Status of FY-12 CDBG Projects

Monthly statistics for the month of March 2013

CDBG FY12 Projects

Homeownership Assistance Program
Four (4) families were provided settlement assistance to purchase properties in the City of Dover. All funds have been expended. Additional funding for this program has been reallocated.

MHDC Homeowner Rehabilitation Program
CDBG funds will be used to rehabilitate owner occupied homes in the City of Dover found in violation of the City's housing code. The waiting list for this project will be open on March 8th for eligible applicants to apply.

Dover Interfaith Mission to the Homeless
CDBG funds will be used for operations cost for the shelter.

MHDC Emergency Home Repair Project
Emergency repairs have been completed on 2 homes.

NCALL Research
CDBG funds were used for foreclosure prevention and pre-purchase homeownership counseling services for ten (10) Dover residents.

Serenity Place
CDBG funds will be used for the reconstruction of a treatment facility for persons who suffer from substance abuse that was destroyed in a fire. Funds for this project have been expended.

Elizabeth W. Murphey School
CDBG funds will be used to install a geothermal heating system in one of the facilities that services children that are at risk for homelessness. This project has been completed.

Neighborhood Stabilization Program (NSP)

The city was awarded $1,426,740 for the acquisition and rehab of foreclosed properties to be sold to qualifying families. A total of $1,721,377 including program income has been expended on the acquisition and renovations for 10 properties. The remaining balance of $176,703 will be utilized for renovations and down payment assistance for eligible NSP properties. Eight properties have been sold, one is a lease purchase and one is a rental that serves persons with disabilities. Habitat has purchased the 10th NSP property in the City of Dover and they already have a buyer.

218 Ann Avenue (sold)

337 N. Governors Avenue (sold)

343 Mimosa Avenue (sold)

254 Green Blade Drive (sold)

907 Woodcrest Avenue (sold)

302 Stone Brook Place (lease purchase)

1430 S. Hancock (group home rental)

1415 S. Hancock (sold)

4 Bennington Street (purchased)

11 Westover Drive (sold)

110 Thames Drive (sold)